

**SUMMARY OF THE
ACCREDITING AUTHORITY COMMITTEE MEETING
JANUARY 30, 2002**

The Accrediting Authority Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, January 30, 2002, at 2:30 p.m. Eastern Standard Time (EST) via teleconference. The meeting was led by Chairperson Louis Johnson of the Louisiana Department of Environmental Quality. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to discuss the agenda items which follow.

INTRODUCTION

Mr. Johnson called the meeting to order and took attendance.

REVIEW OF PREVIOUS MINUTES

The revised minutes from the meeting held on December 06, 2001, were reviewed and approved as submitted. The minutes from the teleconference held on January 16, 2002, and were reviewed and approved as submitted.

APPEALS PROCESS

Mr. Johnson polled everyone's opinion on whether or not the appeals process is an issue that needs to be addressed now. Consensus of the poll was that it does need to be addressed, and that it should be laid out in Chapter 6. Discussion ensued regarding various possibilities, such as having the process bypass the director, giving more power to the Accrediting Authorities, and having the peers grant approval on accreditation authorities. The option of the non-profit playing a role in this process was also discussed. This issue will require further discussion once a general idea of which direction the restructuring is leading is established.

It was pointed out that section 6.6.e incorrectly references to 6.10, when it should read 6.11.

CHAPTER 6

Mr. Johnson polled everyone's opinion on where this Committee and Chapter 6 should be in the new organization: whether the Committee will be in both bodies after the restructuring or just in one body. After much discussion, consensus was that there was too much confusion at this time as to how the restructuring would affect this Committee to move ahead with any changes to Chapter 6. Mr. Johnson will request clarification from Kenneth Jackson, chair of the Program Policy and Structure Committee, to present an update on the restructuring at the next teleconference.

FUTURE TELECONFERENCES

The next teleconference will be February 13, 2002, at 2:30 p.m. EST and will deal with the reorganization and the mobile lab issue. Mr. Johnson will also present an update on the status of the EPA becoming an Accrediting Authority

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned.

**ACTION ITEMS
ACCREDITING AUTHORITY COMMITTEE MEETING
JANUARY 30, 2002**

Item No.	Action	Date to be Completed
1.	Review section 6.A regarding use of logo for future teleconference.	Date to be determined
2.	Mobile Lab, section 6.2.A	02/13/02
3.	Appeals Process/Conflict of Interest	02/13/02
4.	SOP/QMP	Date to be determined
5.	Database	Date to be determined
6.	Discussion on Chapter 6 in a reorganized structure.	02/13/02

**PARTICIPANTS
ACCREDITING AUTHORITY COMMITTEE MEETING
JANUARY 30, 2002**

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